

CITY OF BURBANK SUSTAINABLE BURBANK TASK FORCE

***Police-Fire Community Room
Police-Fire Building
200 N. Third Street
Burbank, California 91502***

**April 19, 2010
4:30 P.M.**

This facility is disabled accessible. In compliance with the Americans with Disabilities Act (ADA), if any special assistance is needed to participate in this meeting, please contact the City's ADA Coordinator at (818) 238-5002 (voice) or (818) 238-5035 TDD. Advance notification of 48 hours will permit the City to make reasonable accommodations to assure accessibility.

This agenda lists each item of business that the Sustainable Burbank Task Force may discuss or take action on at this meeting. Copies of staff reports and all other written documentation relating to each agenda item can be made available by calling (818) 238-3915. Copies are available for public inspection and review at the Public Works Engineering counter in the Community Services Building located at 150 N. Third Street.

I. CALL TO ORDER

II. ROLL CALL

III. ORAL COMMUNICATIONS

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

- A. Public Communication
- B. Task Force Member Communication
- C. Staff Communication

IV. APPROVAL OF MINUTES March 15, 2010

V. DELEGATION OF AUTHORITY FOR SUPPORT LETTERS PROCESS

At their March 15, 2010, meeting, some members of the Task Force expressed a desire to create a process where subcommittees could support matters (such as grants or legislative proposals) in between formal meetings. It was suggested that the Chair could simply sign a support letter on behalf of the entire Task Force whenever a subcommittee recommended such action.

Because the Task Force is a Brown Act group, all decisions must occur at a noticed, public meeting. Therefore, the Chair cannot represent that the entire Task Force holds any one subcommittee's position. However, if the Task Force desires, the Chair can sign support letters, but that letter must clearly state that it is the opinion of the Chair only and not of the entire Task Force.

The City has an Administrative Procedure (AP) that provides some guidance, at least on issues related to legislative matters and correspondence. Under AP I-28, any City board can request the City Council to take a position on a legislative item. The City Manager puts the matter on the

Council agenda and coordinates the response. This process requires the Task Force to place these issues on its agenda for action first. In any event, the Task Force needs to discuss supporting individual matters at its regular meeting, and cannot delegate this type of decision to a subcommittee or the Chair.

The City Attorney's Office will make a brief presentation about this issue and be available for questions.

VI. CENTENNIAL COMMITTEE REPRESENTATIVE

2011 marks the City of Burbank's Centennial, and City staff have formed a Steering Committee to begin planning the festivities. This Steering Committee is asking various boards, commissions, and community groups to join a Burbank Centennial *Community* Committee. The key role of this Community Committee will be to support and work with the City's Steering Committee and help develop ideas, provide historical perspectives, and participate in subcommittees that are focused on specific tasks. The Task Force has been asked to name a representative to serve on the Community Committee; staff from the Steering Committee have recommended that the Task Force Chair serve as the representative.

VII. TRAINING/TRAVEL POLICY

City Council Resolution No. 27,623 that created the Sustainable Burbank Task Force included the following provision regarding compensation and expenses:

Each member of the Sustainable Burbank Task Force shall serve in a voluntary capacity and receive no compensation for such services; however, members may be allowed reasonable travel and other expenses actually incurred upon prior approval of the Task Force and the Public Works Department Director, as provided for in the City's annual budget.

Task Force members should be aware that no money has been included in the current FY 2009-10 budget for Task Force member travel or expenses, and due to the budget cuts proposed for FY 2010-11, staff is not proposing to include money for this in the FY 2010-11 budget.

VIII. PROPOSED REGIONAL INTERMODAL TRANSPORTATION CENTER AT THE BOB HOPE AIRPORT

The Burbank-Glendale-Pasadena Airport Authority is proposing to construct a Regional Intermodal Transportation Center (RITC). The components of the project include a three-level RITC structure with a publicly-accessible bus station and consolidated rental car facility, a publicly-accessible Compressed Natural Gas fueling facility, a two-level parking structure to replace parking displaced by the RITC structure and an enclosed pedestrian bridge/lounge facility over Empire Avenue connecting the RITC structure with the Bob Hope Airport Train Station. The Airport Authority is also proposing to acquire the existing train station parking lot along Empire Avenue to allow for dedicated Amtrak/Metrolink parking. The Airport representative on the Task Force, Mark Hardymont, will provide a brief presentation of the proposed project and seek Task Force input.

IX. PRODUCT STEWARDSHIP PRESENTATION

The Zero Waste subcommittee has invited Susan Collins from the California Product Stewardship Council (CPSC) to present a brief history of product stewardship, and the current activities of the CPSC. Product stewardship is discussed in Action 4 of the Sustainability Action Plan, was supported by Council in its June 10, 2010, adoption of the Zero Waste Strategic Plan, and is a priority of the Zero Waste subcommittee. The Zero Waste subcommittee will ask for Task Force input and support of staff's request to have Council adopt a resolution that specifically supports the CPSC. A model resolution is attached.

X. MARCH 2, 2010, CITY COUNCIL MEETING FOLLOW-UP DISCUSSION AND SUBCOMMITTEE REPORTS

At their March 2, 2010, meeting, City Council directed the Task Force to prioritize the subcommittee recommendations and report back to Council within 90 days. The Task Force began the prioritization process at the March 15, 2010, meeting, and agreed to continue discussing the prioritization of goals within their individual subcommittees. The subcommittees will have an opportunity to report back to the Task Force regarding their progress since the last meeting.

- A. Public Outreach Subcommittee
- B. Water Subcommittee
- C. Mobility & Urban Design Subcommittee
- D. Energy Subcommittee
- E. Zero Waste Subcommittee

XI. ADJOURNMENT

To Monday, May 17, 2010, at 4:30 p.m. at the Burbank Police Department, Police Community Room, 200 N. Third Street.

Attachment:

Attachment 1 - Model Resolution Supporting Extended Producer